



CAR PARK MANAGEMENT PLAN
BANANA MOON DAY NURSERY CAVERSHAM
371 GOSBROOK ROAD, CAVERSHAM, READING, RG4 8ED
MAGNA REF: 26/905/C, 25 SEPTEMBER 2026

1.0 Introduction

- 1.1 This Car Park Management Plan has been prepared by Magna Transport Planning Ltd on behalf of Banana Moon Day Nursery Ltd in relation to planning application PL/26/0944 at 371 Gosbrook Road, Caversham.
- 1.2 The application seeks to increase the permitted number of children attending the nursery at any one time to a maximum of 60. The nursery is an established use and the proposal does not alter the existing vehicular access, egress or forecourt layout.
- 1.3 The purpose of this plan is to define how the seven-space forecourt will be allocated, operated, monitored and enforced. Its principal objectives are to retain adequate short-stay capacity for parents and carers, control long-stay staff parking, maintain safe one-way circulation through the site and prevent nursery-related parking from obstructing the surrounding highway network.
- 1.4 The plan responds to the Highway Authority comments on staff parking and potential overspill. It is informed by the Transport Statement dated July 2026, the subsequent response letter dated 7 September 2026, and the parking accumulation survey undertaken on 26 August 2026.
- 1.5 This plan will take effect before the increased nursery capacity is brought into operation. It will remain in force for the lifetime of nursery use unless a replacement plan is submitted to and approved by Reading Borough Council.

2.0 Site and Operational Context

The Site

- 2.1 The nursery occupies 371 Gosbrook Road within an established residential area of Caversham. Gosbrook Road forms the northern site frontage and Mill Road lies immediately to the west.
- 2.2 The surrounding streets are subject to controlled parking restrictions during daytime hours. Parking is generally reserved for permit holders, although limited-duration non-resident parking is available in some locations. These controls discourage unrestricted long-stay parking close to the nursery.

Figure 2A Site Location In Local Context



Nursery Operation

- 2.3 The nursery operates between 07:30 and 18:30 on weekdays for 51 weeks of the year. Children attend under a variety of full-day, morning, afternoon and part-week arrangements. Consequently, attendance varies throughout the day and across the working week, and the nursery is not expected to operate at its maximum capacity at all times or on every weekday. The proposed limit of 60 children represents the maximum number permitted to be present at any one time rather than the nursery's routine occupancy throughout each day.

- 2.4 The travel survey undertaken for the Transport Statement identified that approximately 68% of children travelled to the nursery by walking or cycling, with 32% travelling by car. The nursery has also advised that families currently on its waiting list are predominantly based within the local area and are not generally expected to travel by car.
- 2.5 The July 2026 Transport Statement identified approximately 14 child-facing staff at the existing baseline and anticipated a total staffing complement of up to 22 employees as the nursery grows. These figures represent individual employees rather than the number of full-time equivalent staff or the number present simultaneously. The staff rota includes part-time and overlapping shifts. Accordingly, any increase in the total number of employees will not translate directly into an equivalent increase in the number of staff present simultaneously or the number of staff vehicles requiring parking.

Access and Forecourt

- 2.6 Vehicles enter the forecourt from Gosbrook Road and leave via Mill Road. The established one-way arrangement separates entering and exiting vehicles and enables circulation through the forecourt without reversing onto the public highway.
- 2.7 The forecourt accommodates up to seven vehicles. It is used for short-stay parent and carer drop-off and collection, allocated staff parking, occasional visitors and deliveries. The existing layout will remain unchanged by this plan.
- 2.8 The entry and exit signs will be retained in clear and serviceable condition. The circulation route, access points and pedestrian route to the nursery entrance will remain unobstructed at all times.

3.0 Parking Evidence

- 3.1 A parking accumulation survey was undertaken on Wednesday 26 August 2026, selected by the nursery as one of its busier operating days.
- 3.2 The survey recorded staff, parents or carer and delivery vehicles present within the forecourt at 30-minute intervals between 07:30 and 18:30. The highest recorded parking accumulation is provided in Table 3A.

Table 3A Highest Recorded Parking Survey

Time	Observed Vehicles	Composition	Spare Capacity
07:30	5	3 staff and 2 parent or carer	2
10:30	5	4 staff and 1 delivery	2
16:00	5	3 staff and 2 parent or carer	2

- 3.3 The seven-space forecourt did not reach capacity at any surveyed time. The maximum recorded accumulation was five vehicles, leaving at least two spaces available. Approximately three staff vehicles were present for most of the day. The temporary fourth staff vehicle between approximately 10:00 and 12:00 arose from an overlap between kitchen staff and occurred outside the principal parent peaks.
- 3.4 Parent parking was short in duration. Two parent or carer vehicles were present at 07:30, reducing to one by 08:00 and none by 09:00. In the afternoon, one parent or carer vehicle was present at 15:30, two at 16:00 and none by 16:30.
- 3.5 The nursery has advised that it has received no recurring complaints concerning staff parking and is not aware of staff parking causing access obstruction or parking enforcement issues. This supports the survey evidence that staff parking has been managed without displacing short-stay parent parking.

Management Implications

- 3.6 The evidence demonstrates that the seven-space forecourt can accommodate the observed demand when staff parking is controlled and parent stays remain short. The management regime therefore focuses on retaining parent capacity during the morning and afternoon peaks, rather than excluding all staff parking from the site.
- 3.7 Routine staff parking will normally be limited to three vehicles during parent peak periods. Where scheduled child attendance is materially lower and associated parent parking demand is therefore reduced, the Nursery Manager may permit additional staff parking, provided that adequate short-stay capacity remains available and the access and circulation route remain unobstructed.
- 3.8 The normal parking arrangements may be temporarily varied where necessary to respond to an emergency or exceptional operational event. Any such arrangement will remain only for the period reasonably necessary to manage the event and will not constitute a permanent staff parking allocation.

4.0 Management Responsibilities

Nursery Manager

- 4.1 The Nursery Manager will act as the Car Park Coordinator and will be responsible for implementing this plan. If the Nursery Manager is absent, a nominated deputy will undertake the role. The car park management responsibilities are provided in Table 4A.

Table 4A Car Park Management Responsibilities

Responsibility	Required Action
Staff allocation	Maintain the staff parking rota and authorise each vehicle permitted to remain on site.
Parent management	Issue the parking rules at enrolment and send reminders when required.
Daily operation	Keep the access, circulation route and short-stay spaces available for their intended use.
Monitoring	Complete the monitoring schedule, investigate complaints and retain the records.
Corrective action	Apply the escalation measures in Chapter 8 when a trigger is reached.
Review	Review this plan following a material operational change or identified parking problem.

Staff, Parents and Contractors

- 4.2 All staff will receive the relevant requirements of this plan as part of their induction. Existing staff will be briefed when the plan is introduced and following any material amendment.
- 4.3 Parents and carers will receive the parking rules in Appendix 1 through the nursery communication system. The Nursery Manager will remind an individual parent or carer directly where their parking or driving does not comply with the plan. The Nursery Manager will act as the Car Park Coordinator and will be responsible for implementing this plan. If the Nursery Manager is absent, a nominated deputy will undertake the role. Staff parking allocations will follow the nursery's generally fixed rota, which is shared through the Banana Moon app. Any changes can be communicated to staff through the app in real time. The car park management responsibilities are set out in Table 4A
- 4.4 Contractor visits are generally arranged at weekends, as contractors cannot ordinarily work on site during nursery hours without the required DBS checks. Emergency works may need to take place during operating hours. Deliveries are generally arranged outside nursery hours or sent to the Nursery Manager's or proprietor's private address. Where a visit or delivery does take place during nursery hours, the visitor will be advised of the one-way arrangement and the need to avoid parent arrival and collection periods where practicable.

5.0 On-site Parking Management

Allocation Principles

- 5.1 The forecourt will be managed as a shared operational facility rather than seven permanently assigned spaces. Priority will be applied in the order shown in Table 5A.

Table 5A On-Site Parking Priorities

Priority	User	Management Principle
1	Staff member requiring on-site parking because of disability	Priority allocation throughout the relevant shift.
2	Parents and carers	Short-stay use for drop-off and collection.
3	Authorised staff vehicles	Normally no more than three long-stay vehicles during parent peaks.
4	Visitors and deliveries	Pre-arranged where possible and directed outside parent peaks.

- 5.2 No vehicle may park within the access, exit, circulation route, pedestrian route or any area required for another vehicle to enter, leave or turn. Parking on footways or across neighbouring accesses is prohibited.

Staff Parking

- 5.3 The Nursery Manager will control which staff vehicles are permitted to park within the forecourt. Staff parking will normally be limited to three vehicles during the principal parent periods of 07:30 to 09:30 and 15:30 to 18:00.
- 5.4 Outside these periods, or where scheduled child attendance and associated parent parking demand are materially lower, the Nursery Manager may permit additional staff parking, provided that adequate short-stay capacity remains available and the access and circulation route remain unobstructed.

Parent And Carer Parking

- 5.5 Parents and carers will use the forecourt only for the time needed to escort a child into or out of the nursery. Biometric access means this typically takes around five minutes, often less, and a stay will normally be no longer than 10 minutes. Parents and carers will be instructed not to wait within the forecourt before collection or remain on site after drop-off or collection.
- 5.6 Parents and carers will enter from Gosbrook Road, follow the one-way circulation route and leave via Mill Road. Drivers will proceed at walking speed, follow staff instructions, switch off engines while stationary and take particular care for children and pedestrians.

- 5.7 If no parking position is immediately available, a driver will not wait on Gosbrook Road, obstruct either access or stop within the circulation route. The driver will continue away from the site and either return after a short interval or, where directed by nursery staff, use the lawful time-limited public parking available on St John's Road. Drivers must comply with the restrictions displayed at the time. Nursery staff will not release a child to a driver waiting on the public highway
- 5.8 The nursery will continue to use flexible attendance and collection arrangements. Where recurring demand becomes concentrated at a particular time, the Nursery Manager will speak to the relevant families and agree a modest adjustment within the child's existing attendance arrangements.

Visitors Deliveries And Servicing

- 5.9 Non-urgent visits and deliveries will be arranged outside 07:30 to 09:30 and 15:30 to 18:30 wherever practicable. The booking contact will be told that parking is limited and that the one-way arrangement must be followed.
- 5.10 Where appropriate, short-term visitors may be advised of the time-limited public parking available on St John's Road, which is located a short walk from the nursery. Any visitor using this parking will be responsible for complying with the restrictions displayed at the time.
- 5.11 A delivery vehicle will remain only for the duration of loading or unloading. Deliveries will not obstruct the access, exit or parent parking positions. Where the forecourt is busy, the Nursery Manager will ask the driver to return at an agreed quieter time.
- 5.12 Emergency, statutory and essential maintenance visits are exempt from the scheduling preference but remain subject to safe access and circulation requirements.

6.0 Off-site Parking and Overspill Control

Management Approach

- 6.1 The nursery will not seek to accommodate every staff vehicle within the forecourt. Doing so would displace short-stay parent demand and would be inconsistent with the surveyed operation. The staff parking rota will instead limit on-site long-stay parking and require remaining staff to use sustainable travel, be dropped off, car-share or make a lawful alternative arrangement.

- 6.2 For the purpose of this plan, harmful overspill means nursery-related parking that contravenes a restriction, obstructs a footway or access, interferes with the nursery's entry or exit, or gives rise to a recurring complaint substantiated by evidence of such an impact. Lawful parking in accordance with the applicable restrictions, including permitted short-stay parking, does not itself constitute harmful overspill.

Staff Controls

- 6.3 Staff without permission to park within the forecourt will be responsible for making their own lawful travel or parking arrangements. Staff will be reminded that parking must not obstruct the site accesses, neighbouring properties or pedestrian routes.
- 6.4 Staff must not park in a position that obstructs the nursery's accesses, neighbouring accesses or pedestrian routes, or interferes with parent movements. Staff using on-street parking must comply with the restrictions in force at the time, including any permit or time-limit requirements. They must not use a private car park without the landowner's agreement.
- 6.5 The evidence supplied to the Highway Authority identified dispersed staff parking on Star Road, Henley Road and Donkin Hill and one paid parking arrangement on Star Road. These existing patterns are recorded as evidence and do not amount to designated nursery parking. Any private parking arrangement will require the continuing agreement of the landowner.

Parent Controls

- 6.6 Parents and carers will receive the parking rules when their child joins the nursery. The rules will explain how to use the forecourt and remind drivers that they are responsible for complying with any on-street parking restrictions.
- 6.7 Where the Nursery Manager becomes aware of a specific parking or driving issue involving a parent or carer, the manager will raise it with the family and issue a reminder where appropriate. Repeated issues relating to use of the forecourt will be referred to the nursery proprietor so that suitable arrival or collection arrangements can be agreed.

7.0 Sustainable Travel Measures

Staff Travel

- 7.1 The nursery will make clear in job advertisements, interviews and staff induction that routine on-site parking is limited and cannot be guaranteed. Applicants will be informed of nearby walking, cycling and public transport options before accepting employment.
- 7.2 The site is served by continuous footways and bus stops on Gosbrook Road within approximately 100 metres. Services 24, 28 and 29 provide connections with central Reading and the surrounding area. Staff travel information will identify these routes and the local walking and cycling network.
- 7.3 Space will be maintained on site for at least five cycles. Staff will be encouraged to car-share where shift times and personal circumstances allow.

Parent And Carer Travel

- 7.4 The welcome information issued to new families will identify the pedestrian, cycle and bus connections to the nursery and will encourage walking for local journeys. The information will also explain the limited, short-stay nature of the forecourt.

8.0 Monitoring Review and Enforcement

Monitoring Schedule

- 8.1 The Nursery Manager will undertake one monitoring exercise on a representative weekday within the first four weeks following implementation of the increased nursery capacity. Observations will cover the morning and afternoon parent peak periods and record the number and type of vehicles present, available parking capacity and any operational issue.
- 8.2 Further monitoring will only be required where the initial exercise identifies a recurring capacity problem, a substantiated complaint or reported obstruction indicates a material parking issue, or a change to the nursery's operation is likely to materially increase parking demand.
- 8.3 Where an issue is identified, the Nursery Manager will investigate its cause and apply a proportionate response. This may include reducing staff parking, reminding parents of the parking rules, rescheduling non-essential deliveries or undertaking a further observation.

- 8.4 Monitoring records and details of any material parking issue and corrective action will be retained for 12 months.
- 8.5 This plan will be reviewed where monitoring identifies a recurring parking problem or where a material change is proposed to the nursery operation or parking arrangements.

9.0 Summary

- 9.1 This Car Park Management Plan provides an enforceable day-to-day framework for the seven-space nursery forecourt. It retains the existing one-way entry from Gosbrook Road and exit to Mill Road and does not alter the submitted parking layout.
- 9.2 The management regime is based on observed evidence. The 26 August 2026 survey recorded a maximum accumulation of five vehicles, leaving at least two spaces available. Approximately three staff vehicles were present for most of the day and the temporary fourth staff vehicle occurred outside the principal parent peaks.
- 9.3 Routine staff parking will normally be limited to three vehicles during the principal parent peak periods. The Nursery Manager may permit additional staff parking outside those periods or on days when scheduled child attendance and associated parent parking demand are materially lower, provided adequate short-stay capacity remains available and safe access and circulation are maintained.
- 9.4 The normal arrangements may also be varied temporarily in response to an emergency or exceptional operational event.
- 9.5 Parent stays will normally be limited to 10 minutes, while non-essential visitors and deliveries will be directed outside the principal parent peak periods wherever practicable.

Appendix 1. PARENT AND CARER PARKING RULES

These rules form part of the nursery's parking arrangements and apply whenever a child is dropped off or collected.

- Enter the forecourt from Gosbrook Road and leave via Mill Road.
- Drive at walking speed and give priority to children and pedestrians.
- Park only in an available position and keep the circulation route and both accesses clear.
- Use the forecourt only for drop-off or collection. This typically takes around five minutes, often less, and a stay should normally be no longer than 10 minutes. Do not wait on site before collection.
- Do not arrive early and wait within the forecourt or on the public highway.
- Switch off the engine while stationary.
- Do not park on a footway, across a neighbouring access, within a restricted area or in a permit bay without authority.
- If the forecourt is temporarily full, do not wait or queue on Gosbrook Road. Continue away from the site and either return after a short interval or use a location where short-stay parking is permitted, such as St John's Road. Check and comply with the restrictions displayed at the time.
- Follow any direction given by nursery staff.
- Report any collision, near miss, obstruction or parking concern to the Nursery Manager promptly.
- Drivers are responsible for where and how they park. The nursery is not responsible for parking fines or other consequences of a driver's unlawful parking.

Appendix 2. PARKING MONITORING RECORD

Record one line for each observation. Use the notes column to identify an obstruction, complaint, refused entry, unsafe manoeuvre or action taken.

Date And Time	Staff Vehicles	Parent/Other Vehicles	Spare Spaces	Notes And Action